

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**

**JOB VACANCY POSTING**

<b>POSTING NUMBER:</b>	HR- 0022	<b>ISSUE DATE:</b>	March 29, 2016
<b>TITLE:</b>	Technical Assistant 1, CA	<b>CLOSING DATE:</b>	April 12, 2016
<b>DIVISION / UNIT:</b>	Division of Fire Safety, Local Assistance Unit	<b>SALARY RANGE:</b>	P20 \$49,263.43 - \$69,662.11
<b>LOCATION:</b>	101 South Broad Street Trenton, NJ		
<b>POSITIONS:</b>	1	<b>DISTRIBUTION:</b>	STATEWIDE

**DESCRIPTION OF MAJOR DUTIES:** Under the general direction of the Local Assistance Supervisor in the Department of Community Affairs, Division of Fire Safety, Local Assistance Unit responsible for reviewing, monitoring and processing specific actions requiring the application of rules, regulations, policies and/or procedures, or independently, under general supervision, reviews, analyzes, and makes effective recommendations for actions involving a specific element of a regulatory or administrative program requiring the application of rules, regulations, policies, procedures, and/or technical concepts; does other related duties.

**REQUIREMENTS**

**EXPERIENCE:** Five (5) years of experience in grant/contract compliance monitoring, program monitoring, or fiscal compliance and budgetary assistance and/or technical assistance to state and/or local communities or agencies, completing forms, resolving complaints, application or interpreting rules, regulations, policies, and procedures to the public, and reviewing documents for accuracy and content.

**NOTE:** Applicants who do not possess the required experience may substitute education as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience up to a maximum of four (4) years.

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:**

Office of Human Resources  
New Jersey Department of Community Affairs  
**HR# 0022**  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to:

[resume1@dca.nj.gov](mailto:resume1@dca.nj.gov)

*Interviews are granted on the basis of the resume  
Applicants must be a civil service employee of the State of New Jersey*

**NOTE:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

*The New Jersey Department of Community Affairs is an Equal Opportunity Employer*